

TRAINING

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13 Aug 79

PROPOSED LANGUAGE INCENTIVE PROGRAM

Reference:

1. Foreign language competence within the Agency continues to decline. The need to reverse this decline is urgent and obvious. Effective 1 October 1979 a new language program will be established to provide several types of incentives.

a. LANGUAGE USE AWARDS. Cash awards consisting of a \$50 per pay period salary supplement will be granted to employees who use a foreign language as part of their official Agency duties, either overseas or at headquarters.

b. ACHIEVEMENT AND MAINTENANCE AWARDS

(1) A new schedule of achievement awards will be issued, increasing the amounts for acquiring language proficiency.

(2) Annual cash awards, based on the new schedule of achievement awards, will be granted to employees who maintain language proficiencies.

2. Additional information will be provided in an Agency notice. Each directorate will issue specific guidelines. Languages, levels of competence, and skills required in reading, speaking, or understanding will be designated. To ensure uniformity, directorate guidelines and administrative procedures will be submitted to the Director of Training for review.

3. The Offices of Personnel and Training also will issue guidelines to supplement the program. Activities related to the recruitment and hiring of individuals with language proficiencies will be handled by the Office of Personnel. The Office of Training will be responsible for testing, verification, and reporting procedures.

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